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UNITED STATES DEPARTMENT OF AGRICULTURE  
Rural Electrification Administration  
Washington 25, D. C.

November 2, 1951

ACCOUNTING AND AUDITING DIVISION STAFF BULLETIN NO. 823

SUBJECT: Field Auditors' Assignment at One Duty Point in Excess of Two Months

The REA policy with respect to travel as set forth in Administrative Bulletin No. 92-RI states, in part:

"When an employee's tour of duty requires more than 2 months' continued stay at a temporary duty point, consideration should be given by the division chief or assistant chief to changing his official headquarters. If it is determined that his official headquarters should not be changed, a memorandum stating the basis of this determination shall be submitted in support of the approval of the voucher covering the claim for per diem beyond the two months' period."

When it is anticipated that an Accounting and Auditing Division employee's tour of duty at a temporary duty point is likely to exceed two months' duration, it is the responsibility of the Section Head, or other supervisor in charge of the employee's activities, to notify the Division Chief of this fact by memorandum. The memorandum should be submitted well in advance of the expiration of the two months' period and should set forth all pertinent circumstances involved and the action recommended. A similar memorandum will be required prior to the expiration of each additional month's stay, if a first extension is recommended and approved.

The Division Chief, or authorized representative, after consideration of all the facts presented, will indicate his approval or disapproval on the memorandum and return it to the originating office. If the recommendation in the memorandum has been approved, the memorandum should be held in the originating office for attachment to the travel voucher which includes a claim for per diem covering any period following the expiration of the first two months of the traveler's stay at the same temporary duty point. Disapproval of the recommendation should carry with it an alternative suggestion which should, of course, be promptly put into effect.

When a change in the traveler's headquarters is determined upon and approved, the Section Head, or other authorized supervisor, will immediately





prepare the necessary papers to initiate appropriate personnel action and to request a travel authorization effecting the change. The traveler should be notified at once (by telegraph, if necessary) of the proposed change in his headquarters.

*Leslie Sussner*  
Chief, Accounting and  
Auditing Division

request the necessary papers to initiate appropriate personnel action and  
to request a travel authorization affecting the change. The traveler  
should be notified as soon (by teletype, if necessary) of the proposed  
change in his assignment.

